

YOUTH SERVICES POLICY

Title: Safety and Emergency Management Next Annual Review Date: 05/21/2010	Type: C. Field Operations Sub Type: 2. Security Number: C.2.10
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References: ACA Standards 2-CO-3B-01 and 2-CO-3B-02 (Administration of Correctional Agencies); 3-JCF-1A-08, 3-JCF-1B-01, 3-JCF-1B-02, 3-JCF-1B-03, 3-JCF-1B-04, 3-JCF-1B-05, 3-JCF-1C-17, 4-JCF-2A-01, 4-JCF-2A-23, 4-JCF-2A-24, 4-JCF-2A-25, 4-JCF-4C-61(Performance Based Standards for Juvenile Correctional Facilities); CJCA Performance-based Standards SeP4, SeP6, SaP3, SaP4, SaP5, SaP6, SaP7, SaP9; YS Policies A.1.8 "Emergency Operations Plan", B.6.1 "Health Care", C.1.1 "Death of Youth in Custody, Autopsies and Burial Expense", C.2.1 "Escapes and Runaways, Apprehensions, Reporting", C.2.2 "Facility Riot, Hunger Strike, Significant Disturbance and Hostage Situation" and C.5.1 "Performance Data and Information"	
STATUS: Approved	
Approved By: Mary L. Livers, Deputy Secretary	Date of Approval: 05/21/2009

I. AUTHORITY:

Deputy Secretary of Youth Services as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To establish uniform procedures for safety and emergency management.

III. APPLICABILITY:

Deputy Secretary, Undersecretary, Assistant Secretary, Deputy Assistant Secretaries, Regional Managers and Facility Directors.

IV. DEFINITIONS:

Unit Head - Deputy Secretary, Undersecretary, Assistant Secretary, Deputy Assistant Secretaries, Regional Managers and Facility Directors.

YS Central Office - Offices of the Deputy Secretary, Undersecretary, Assistant Secretary, Chief of Operations, Deputy Assistant Secretaries and their support staff.

V. POLICY:

It is the Deputy Secretary's policy that safety and emergency management policies be established in conformity with Accreditation Standards. Each unit shall develop policy and procedures pertaining to:

- fire control, inspections
- flammable, toxic and caustic material control
- key and tool control
- emergency power and communication procedures
- emergency evacuation plans to include transportation
- emergency repairs and replacement
- employee work stoppage
- escapes
- hostage situations
- medical emergencies
- notification of death
- specialized emergency situations (i.e., natural disasters)
- riot/disturbance plans

These plans shall be reviewed annually and updated as necessary.

Previous Regulation/Policy Number: C.2.10

Previous Effective Date: 7/15/2005

Attachments/References: